

**CLASSIFICATION:** NURSE EVALUATOR II

**DIVISION:** Long-Term Care and Aging Services

**BRANCH:** Multipurpose Senior Services Program (MSSP)

**POSITION NUMBER:** 797-720-8144-003

**INCUMBENT:**

**EFFECTIVE DATE:**

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**EMPLOYEE'S SIGNATURE**

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**SUPERVISOR'S SIGNATURE**

Under the general direction of the Deputy Director and operational direction from the Section chief (SSM I), the incumbent performs a variety of functions intended to carry out the mission of the California Department of Aging (CDA) and is responsible for less complex professional and technical assistance, consultation, and training to the staff of the MSSP. The Nurse Evaluator II (NE II) will work in a team environment and in collaboration and coordination with representatives from other teams and support staff. The NE II is responsible for sharing team leadership for the various team responsibilities such as provision of technical assistance, monitoring, communicating, coordinating, and training. These responsibilities require the NE II to participate in and support the vision, mission and goals of the MSSP Team and recognize issues that need to be brought to the team's attention.

The NE II is a full participant in team decision making, strategy formulation, and problem resolution. These responsibilities require a high level of writing ability, communication skills, and a broad knowledge of comprehensive case management to assist frail elderly persons to remain at home. Roles, products, and duties are described below (percentages and tasks may vary depending upon program needs). In consultation with MSSP site Program Directors, the incumbent continually plans, monitors, and organizes the health and psychosocial components of the MSSP, a major Medi-Cal Waiver Program. The incumbent also provides professional guidance and consultation to MSSP site nursing staff and Senior Supervising Site Counselors on the provision of health and nursing care services.

**50% Monitoring, Technical Assistance and Consultation with MSSP Sites (Responsibility for ongoing monitoring [Utilization Review] of the MSSP sites to assure Medi-Cal eligibility of clients served):**

- Ensure that the services being provided are appropriate to the customer's needs and are necessary to prevent premature or unnecessary institutional placement.

- Monitor the implementation of health and care planning related policies and practices at the MSSP sites.
- Perform in Utilization Reviews, in participation with the MSSP team, with primary responsibility for health and psychosocial program-related components, and direct and monitor follow-up corrective action.
- Provide professional and technical assistance, as well as education to MSSP site staff on the provision of health care services, health standards, and nursing services.
- In consultation with the Program Analyst, identify the need and participate in planning and conducting of specialized training and orientation for new MSSP site Program Directors and supervisory staff.
- Monitor programmatic health issues and review case records of contracted MSSP sites.
- Participate in Quality Assurance efforts to improve services statewide.
- Provide MSSP site monitoring and technical support during a transition of MSSP client caseloads from one site to another, when necessary, to ensure that there is no interruption of services and supports.
- Assist in the review of client appeals and Medi-Cal provider sanction reports for the purpose of site compliance or waiver requirements and to ensure that processes are accurately executed.

**25% Travel related to consultative and monitoring responsibilities**

- Travel to and from local MSSP site locations for Utilization Reviews, Technical Assistance, and New MSSP site training and support; attend training or conferences or other events related to the MSSP.

**15% Policy, Procedures, Regulations and Other Program-related projects (develop health and medical policy and procedures and implementation of program requirements for MSSP sites):**

- Assist in the development and maintenance of the MSSP Site Manual.
- Maintain updated Medi-Cal Manual for medical services provided under Title XIX.
- Advise State and local MSSP staff of health/medical issues affecting older persons.
- Develop letters on policy, procedures, and issues affecting MSSP operations to MSSP sites and other constituencies as appropriate.

- Assist with the review/approval of requested exceptions to MSSP Waiver.

**5% Participate in Special Project, as time and staffing permit:**

- Improve and expand communication with the aging network through an organized coordinated process, technical assistance, or information technology to support the MSSP.
- Represent department at meetings, workgroups, interdepartmental task forces or committees for health-related issues.
- Analyze impact of proposed legislation on the MSSP.

**5% Other:**

- Provide consultation or technical assistance on health issues to other teams in the Department.
- Represent the Department on related task forces and committees convened by other State Departments and federal, state, and local organizations.
- Provide professional and technical assistance to staff in the MSSP team on issues pertaining to the provision of health care services.
- Conduct special studies related to medical and/or nursing issues.

**Desirable Qualifications:**

- Proficient in using Microsoft Office, e.g., Outlook, Word, Excel
- Must possess excellent oral and written communication skills
- Ability to work in a team setting
- Ability to perform public speaking
- Three years of professional nursing experience in an institution licensed for inpatient care